



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PURCHASING ADMINISTRATOR	43	A	7.303

CLASS CONCEPTS

Under the general administrative direction of the Director of Administration, the Purchasing Administrator plans, organizes, directs and controls the activities of the Purchasing Division in statewide contracting and acquisition of good and services, quality control, warehousing, distribution and re-utilization of supplies, material and equipment for State departments, institutions and agencies and local government entities.

Meet with elected officials, department and division heads and other top management to plan large, complex acquisitions, obtain and provide expert consultation necessary to determine alternatives for future projects, and mitigate critical issues and problems.

Evaluate administrative decisions, policies and proposed and current regulations and statutes to ensure each is in the best interest of the State, considering the impact on all State agencies, other government entities statewide, and private industry in order to protect a procurement process that is fair and open to all stakeholders.

Negotiate and approve the terms, conditions, payment structure and price of independent contracts for services in excess of \$100,000 for all State agencies, subject to the Board of Examiners contract review; communicate with user agency directors and administrators, potential and selected vendors, Risk Management staff and deputy attorneys general to identify and resolve complex issues, provide and obtain technical information, and finalize contract negotiations.

Direct the work of managerial, supervisory, professional, technical and support staff; supervise and evaluate the performance of subordinate supervisors in directing the activities of each functional area within the division; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

Ensure compliance with a variety of local, State and federal laws, regulations, restrictions and requirements; draft legislation and evaluate the impact of legislation proposed by others; formulate and implement policies, procedures and regulations in response to new statutory requirements; ensure the preparation and maintenance of mandated records and reports.

Develop and monitor the division budgets for all assigned programs and areas of responsibility; define financial requirements, equipment needs, schedules and support required; prepare budget recommendations and justifications as needed; and present budgets before the legislature as required.

Represent the division at public meetings; testify before the legislature regarding purchasing matters for all agencies; provide narrative, statistical and oral reports on program and operational progress; provide expert testimony to substantiate new or revised laws; interpret and explain complex regulations and requirements to various groups in local governments, private industry, special interest groups and others.

Establish program goals, objectives, priorities and funding requirements; propose and participate in the development of legislative and regulatory initiatives; formulate and initiate revisions and improvement in programs, services and products; resolve problems where existing statutes, policies and precedents conflict or are not directly applicable.

CLASS CONCEPTS (cont'd)

Plan, organize, coordinate and manage services, operations and programs of the division; establish and implement long and short-range goals and objectives; develop and implement programs; establish outcome measures, policies and procedures; identify areas for potential improvement and communicate with subordinate staff regarding program enhancements.

Make final determination as to the disposal of property through transfer to another State agency, sale or auction, or donation to political subdivision, non-profit organization or other entity.

Direct the preparation of technical specifications, functional specifications, terms and conditions for open end contracts for a wide variety of equipment, supplies, materials and services to be used by all government entities, statewide and by other states; evaluate proposals, award and negotiate contract deliverables and terms on behalf of user agencies.

Determine the need for, and authorize as necessary, direct purchase authorizations and emergency purchases which allow user agencies to purchase certain items locally; determine which articles may be purchased and establish dollar limitation.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Minimum qualifications set by statute NRS 333.060: twelve years of practical experience in purchasing, merchandising, stock control, and methods of inventory management. Three years of the experience must have included responsibility for finalizing contract negotiation, conflict and problem resolution, participation in the development of legislation and regulatory initiatives, and supervision of a staff of professional buyers involved in the procurement of a wide variety of goods and services through contract, request for proposal, functional commodity purchasing and best value purchasing.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles, methods and practices of contracting, requests for proposals, functional commodity purchases and best value purchases; personal property management including inventory, storage procedures and record systems; food storage and distribution systems including the scheduling, routing and transportation of refrigerated, frozen and dry foods via a purchasing operated truck fleet; legislative processes related to preparing bill drafts and provide testimony. **Working knowledge of:** supervisory techniques including selection, work assignment and review, training, development of work performance standards and discipline; federal and state laws, rules, regulations and guidelines pertaining to national, state and local procurement and state contract law; collateral and performance assurance instruments including the execution of those documents and sanction processes; the techniques of descriptive and functional specification writing; budgeting and accounting principles sufficient to administer the division's budgets, assist customers with complex fiscal matters related to their purchases, and ensure legislation proposed concerning the purchasing function is based upon sound fiscal management practices; management concepts and practices as applied to public administration. **Ability to:** administer many different functions and activities concurrently communicate effectively with individuals at all levels of government including agency directors and administrators, legislators and others; manage complex procurements to ensure the process is open, fair and competitive; make sound, objective decisions regarding best purchasing practices; ensure the confidentiality of information related to vendor selection and Product/service evaluation; disqualify vendors and terminate the purchasing process as needed to comply with legal requirements; make oral presentations to groups such as agency managers, evaluation committees and vendors; lead and participate in special projects;

MINIMUM QUALIFICATIONS (cont'd)

conduct research, analyze data, draw conclusions and develop solutions and recommendations; train, supervise and evaluate the performance of subordinate supervisors and other assigned personnel; obtain and interpret market prices and trends, and to apply such interpretations to procurement problems ; establish program objectives and performance goals; establish and maintain positive, cooperative working relationships with others; analyze organizational and operational problems and develop timely and economical solutions. **Skill in:** dispute mediation, contract negotiation, persuasion and instruction both verbally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: principles, methods and practices of state contracting, requests for proposals, functional commodity purchases and best value purchase; and State Legislative processes related to preparing a bill draft and providing testimony. **Working knowledge of:** State administrative laws, regulations, policies and procedures pertaining to purchasing, budgeting, physical management and personnel. **Skill in:** calculating financial measurements including present value, measuring risk and cash flow management.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.303

ESTABLISHED:	04/04/75
REVISED:	07/01/93P
	09/24/92PC
REVISED:	7/1/93LG
REVISED:	11/8/94UC
REVISED:	10/26/98R
	5/28/99UC